



DEVELOPMENT SERVICES DEPARTMENT

Building (954-797-1111)

Engineering (954-797-1113)

Planning & Zoning (954-797-1103)

TOWN OF DAVIE 6591 ORANGE DRIVE, DAVIE, FLORIDA 33314-3399 (954) 797-1000

SIGN CHECKLIST

Required

- _____ PROPERTY TAX FOLIO NUMBER (On Tax Notice or Receipt)
- _____ IF SUITE/LAND IS LEASED: Owner or Managing Agent must provide notarized Letter approving the proposed improvement(s).
- _____ **Zoning** 1 SEALED SURVEY (Original required) - For free standing/pylon signs.
2 LOCATION/PLOT PLAN (Showing proposed location of sign(s))
Label length of bay or suite
Color rendering
- _____ **Engineering** Provide site triangles for free standing signs include all dimensions setbacks and dimensions.
- _____ **Landscape plan** - free standing / pylon signs (2 complete sets)only
- _____ **Structural plans** (2 complete sets, sealed by an Engineer- show size, elevation and anchorage of sign.)
- _____ **Electrical** 2 PLANS & APPLICATION - (application must be submitted by a license electrical sign contractor) If applicable
- _____ Completed building permit application
- _____ Notarized signature on applications
- _____ A copy of the davie occupation license
- _____ Contractors - A copy of all applicable licenses (Competency & Occupational)
and original insurance certificates for Workman's Comp and General Liability)
* Electrical sign contractor must have "Specialty Electric Contractor" certification.
- _____ Application fee of \$30.00 due at the time of permit submittal.